

SURRENDER OF INDIN PASSPORT - POSSESSING MOST RECENT INDIAN PASSPORT - MINOR

Applicant's Name			Passport no.	
Email ID			Mobile no.	- - - - -



THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR PASSPORT RE-ISSUE. YOU NEED TO MAIL THIS CHECKLIST AND OTHER DOCUMENTS WITH YOUR APPLICATION. PLEASE MAKE SURE YOU PRINT THIS DOCUMENT, COMPLETE IT AND INCLUDE IT IN YOUR APPLICATION AS THE COVER PAGE.

IMPORTANT GUIDELINES

- ❖ IT IS **ABSOLUTELY MANDATORY** to complete [VFS ONLINE REGISTRATION PROCESS](#) before sending your physical application. Failure to complete online registration process will result in returning your application unprocessed.
- ❖ Please ensure that all data entries provided in your application must match your existing passport. If not, please provide the supporting documentation.
- ❖ Please select the correct Indian mission based on the place where you reside in the USA and the mission's jurisdiction. Mission jurisdiction can be viewed at <http://visa.vfsglobal.com/usa/en/ind/attend-centre>
- ❖ Online applications are only accepted if filled out in the current year and should not be more than 320 days old from the day of submission to the VFS Indian Consular application Centre.
- ❖ After submission online, no changes can be made. In case of an error, please fill a new online application form.
- ❖ If your application lacks any of the documents listed in this checklist, your application will be put "on Hold" and an email notification highlighting the deficiencies will be sent to you. You must complete application within 7 days from the date of receipt of the email notification. Post receipt of missing documents, VFS India Consular application Centre will update the system in 48 – 72 business hours hence track the status only after 48-72 hours.
- ❖ Envelope should be superscribed as "**SURRENDER APPLICATION WITHOUT PASSPORT. One Envelope can contain only one application only.**"
- ❖ All the photocopies of the documents that are being submitted must be in full page and clearly legible. Photos should be visible and other information should be clearly readable.

Please note:

- ❖ VFS INDIA CONSULAR APPLICATION CENTRE employees cannot edit or make any changes to your online application form.
- ❖ THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.
- ❖ YOUR APPLICATION STATUS WILL BE UPDATED IN 48 – 72 HOURS POST ITS DELIVERY TO THE VFS INDIA CONSULAR APPLICATION CENTRE. TO TRACK THE STATUS ONLINE, [CLICK HERE](#)

MANDATORY DOCUMENTS

S.N	Document Name	Original or Copy
1	<p><u>GOVERNMENT APPLICATION ONLINE FORM:</u></p> <ul style="list-style-type: none"> • Must select a correct Jurisdiction online on the Passport Govt. form. • Must Choose Naturalized Before June, 2010 – Possessing Most Recent Passport. • Surrender Government ARN number must match the VFS Payment receipt number. <p>ONLINE APPLICATION FORM The application must be completed and submitted online by visiting: https://mportal.passportindia.gov.in/mission/</p> <ul style="list-style-type: none"> - First-time applicants need to register and make an account to be able to fill the online application form. If registered already, please log in and fill the application <p>SIGNATURE INSTRUCTIONS (DIGITAL SIGNATURES ARE NOT ACCEPTABLE)</p> <ul style="list-style-type: none"> - Applicant's Signature on Page 1, inside the box, below your photograph, and on page 4. 	<u>ORIGINAL</u>

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	<p>- Minor Applicant (Below 18 Years):</p> <p>All Minor applicants above the age of 5 need to write their name or sign in the space provided on the first page of the application form below the photograph. Minor applicant below 5 years may put left thumb impression on the space provided.</p>	
2	<p><u>PHOTOGRAPH SPECIFICATIONS (Must be white background)</u></p> <p>2 photos of size 51mm x 51 mm (2 by 2 size) – PHOTOGRAPHS MUST BE IDENTICAL. Must be recently taken within 6 months.</p> <ul style="list-style-type: none"> o Photos must be <u>compliant with specifications</u>; Affix 01 photograph on Govt. form and 01 on change of appearance form <p>To know more about photo specifications – Please click here</p>	<u>ORIGINAL</u>
3	<p><u>TWO DULY FILLED AND SIGNED DECLARATION OF INDIAN PASSPORT CERTIFICATE</u></p> <p>Click here to fill the form online on VFS Portal and the Surrender certificate will be sent across over email for printout. This needs to be duly signed and submitted</p>	<u>ORIGINAL</u>
4	<p><u>PROOF OF ADDRESS (ONE OF THE PARENT'S IN CASE THE MINOR DOES NOT HAVE ITS OWN)</u></p> <p>Proof of address must match with the present address as per application: (any ONE of the below documents)</p> <p>State Issued ID OR</p> <ul style="list-style-type: none"> - Driving license OR - Utility Bill - Water (should be recent, no more than 3 months old) OR - Utility Bill - Gas (should be recent, no more than 3 months old) OR - Utility Bill - Electricity (should be recent, no more than 3 months old) OR - Valid Lease Agreement (Either main page of lease which has the address, and the signature page need to be notarized) OR - Mortgage (Either main page of lease which has the address, or the signature page need to be notarized) OR - Income Tax return OR - For College/University Students living on campus in University housing/dormitories, a letter from your institution on the institution letterhead explaining the exact address that you presently reside in will suffice. OR - Marriage Certificate in case the address in spouse's name, birth certificate of child in case of minor applicant along with parent's address proof. OR - In case of applicant residing with parents/children/ relatives, a notarized undertaking from them with one of the Notarized copies of address proof as indicated above. OR -In case of applicant residing in a hotel or temporary lodging for a short period of time and does not have a --permanent address proof, then can submit copy of notarized hotel bills as proof of residence. -Please note – expired documents like lease/ driving license copies are not acceptable. Please provide alternate valid documents <p>NOTE: DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO SMALLER SIZE Important: PO BOX number is NOT ACCEPTABLE as valid Proof of address</p>	<u>COPY</u>
5	<p><u>CURRENT PASSPORT INFORMATION PAGE COPY (DO NOT SEND ORIGINAL PASSPORT)</u></p> <p>Information page that contains the picture and personal details of the holder of the Passport. Endorsement/amendment pages.</p> <p>Passport should be valid for at least 6 months from the date of submission of application at the VFS INDIA CONSULAR APPLICATION CENTRE</p>	<u>PHOTOCOPY</u>

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6	<p><u>AFFIDAVIT OF NATURALIZATION AFTER THE EXPIRY OF INDIAN PASSPORT</u></p> <p>If the applicant was naturalized after the date of expiry of the latest held Indian passport. A notarized affidavit may be submitted explaining the background and the reason for this gap.</p>	<u>ORIGINAL & NOTARIZED</u>
7	<p><u>NAME CHANGE DOCUMENT (IF APPLICABLE)</u></p> <p>For Former Indian nationals, if your name in your Indian Passport or Indian Government issued document is different in any way from the name in the Current Passport, a copy of ONE of the following documents must be provided:</p> <p>Marriage Certificate showing the name change if the last name was changed at marriage OR Official Court Order for the change of first name or full name. OR Notarized affidavit if only middle name initial is added. OR Endorsement of name change during the naturalization process</p> <p>Note: The name as on the Indian Passport will appear on the Surrender Certificate since it is a surrender of an Indian passport.</p>	<u>ORIGINAL & NOTARIZED</u>
8	<p><u>MOST RECENT INDIAN PASSPORT</u></p> <ul style="list-style-type: none"> ➤ Actual original signed passport. ➤ Photocopy of first three pages of the passport and last two pages of the passport 	<u>ORIGINAL</u>
9	<p><u>NATURALIZATION CERTIFICATE</u></p> <p>Former Indian National</p> <ul style="list-style-type: none"> ❖ A copy of Naturalization Certificate More than one Nationality after having Indian Citizenship ❖ ALL NATURALIZATION COPIES OR ❖ PROOF OF NATIONALITY FROM ALL COUNTRIES for which citizenship was / is held. <p>NO Naturalization Certificate available, then Copies of parents naturalization certificate(s) Notarized statement signed by BOTH parents stating the circumstances that their child received his/her naturalization status and why the child does not possess his/her certificate</p>	<u>COPY</u>
10	<p><u>PARENTAL AUTHORISATION FOR MINORS</u> : Click here to download</p> <p>In the case of Minor submit a NOTARIZED parental authorization form. BOTH PARENTS must sign the parental authorization form failing which the application cannot be processed.</p>	<u>ORIGINAL & NOTARIZED</u>

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11	<p><u>FEE PAYMENTS & COURIERS</u></p> <p>Complete the process online on VFS INDIA CONSULAR APPLICATION CENTRE's website to send your application and requisite documents. Don't forget to enclose the Application confirmation receipt and enclose the acceptable pre-paid label, if you opt to use your own courier labels. <u>Both Pre-paid labels and VFS offered courier label return address must match with the address proof submitted and mentioned on the application form.</u></p> <p>To complete the questionnaire & create a profile: Click here to proceed If paying by Money order or Banker's check then it should be made in favor of "VFS Services (USA) Inc. PERSONAL CHECKS ARE NOT ACCEPTABLE</p> <p>FEDEX PREPAID LABELS ARE NOT ACCEPTABLE.</p>	<u>ORIGINAL</u>
SUPPORTING DOCUMENTS – CONDITION BASED		
1	<p><u>SWORN AFFIDAVIT FOR NATURALIZATION CERTIFICATE</u></p> <p>If the applicant has gained naturalization through parents, please provide a notarized sworn affidavit in original. Click here to download the Sworn Affidavit.</p>	<u>NOTARIZED AND ORIGINAL</u>

(Signature of the Applicant)



Important Notes

- ❖ The Documents in the Checklist are mandatory for the application to be processed.
- ❖ The Indian Embassy / Consulates have the right to request additional documentation.
- ❖ 1 Copy of this checklist must be submitted with your documents.
- ❖ Applicants are advised that they **DO NOT** print the document on both sides of the paper as "DOUBLE SIDED
- ❖ HANDWRITTEN DOCUMENTS ARE NOT ACCEPTED
- ❖ Application with a lack of documents will be considered incomplete and will remain on hold for 21 days. On none receipt of the missing documents, the application shall be Abandoned and returned to the applicant. In this case, the applicant would have to restart the entire process again since the old application will be voided.
- ❖ Only Consular fee + ICWF fee will be refunded back to the applicant in case the application is rejected or abandoned.
- ❖ VFS Service charges, Courier fee and convenience charges won't be refundable in case you decide not to send your application, cancel your application, application is rejected, and incomplete application is returned by the Indian Consular application Centre.